

1999

**Minutes
Executive Committee
January 21, 1999**

The Executive Committee met at 3:25 prior to the Athens Regional Library Board. Present were Mr. Berryman, Mr. Ruffin, Mr. Pollock and Mrs. Ames. Mrs. Davis-Barnett was excused. Mrs. Blake recorded the minutes.

The Committee discussed the Friends of the Library request to put another storage building in back of the library. Members at Athens-Clarke County Board meeting felt we should go ahead as it's the best we can do at this time since the county has not responded to David Firor's letter. Approved by consensus.

The Committee reviewed the Clarke County budget. This was approved by consensus after some discussion.

The meeting was adjourned at 3:35.

Minutes
Executive Committee
January 21, 1999

The Executive Committee met at 3:25 prior to the Athens Regional Library Board. Present were Mr. Berryman, Mr. Ruffin, Mr. Pollock and Mrs. Ames. Mrs. Davis-Barnett was excused. Mrs. Blake recorded the minutes.

The Committee discussed the Friends of the Library request to put another storage building in back of the library. Members at Athens-Clarke County Board meeting felt we should go ahead as it's the best we can do at this time since the county has not responded to David Firor's letter. Approved by consensus.

The Committee reviewed the Clarke County budget. This was approved by consensus after some discussion.

The meeting was adjourned at 3:35.

**Minutes
Athens Regional Library Board
January 21, 1999**

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:45. There was not a quorum present. Attending from Athens-Clarke County were Mr. Pollock and Mr. Ruffin; from Franklin County was Mr. Eschedor; from Oconee County was Mr. Wyllie and Mr. Billings (who arrived at 4:15); and from Oglethorpe County were Mrs. Bloom and Mr. Downs (who arrived at 3:55). There were no members present from Madison County. Excused were Mrs. Davis-Barnett, Mrs. Murray and Mr. Miller. Absent were Mr. Ginn, Mrs. Purvis and Mr. Ingram who is replacing Mrs. Harrover. There is still a vacant position in both Franklin County and Oglethorpe County. Mrs. Ames, Mrs. Atwood, Ms. Philips and Ms. Fike from the library staff were also present. Mrs. Blake recorded the minutes.

Mr. Wyllie asked for a change in the October 15, 1998 minutes. He did not suggest assigning an Oconee staff member to help process books.

Mr. Berryman asked for the financial report which was given by Mamie Fike. She explained that all funding agencies had been billed and we are at about 50% for revenues collected. For expenditures, the overages were explained as a coding error requiring a journal entry for travel and the nametag purchase putting the office supplies category above 50%.

Mr. Wyllie raised some questions about technical service processing of the new books.

Mr. Berryman called for reports since no official business could be conducted.

Regional Reports

Athens-Clarke County: Mr. Berryman reported that Athens-Clarke County did not have an official meeting as they had no quorum either. The Endowment Fund drive is really getting to the productive stage now. We have to have \$100,000 by June 1.

Franklin County: Mr. Eschedor mentioned that Mrs. Coram had retired and was missed. The Lavonia building turned out to be not in as bad a shape as expected. Pictures were sent to the surveyors from Georgia Tech. Hopefully that will mean funding for repair down the road. The new hours appear to be helping. Interviews for a new branch manager will be held soon.

Oglethorpe County: Mr. Downs reported they hoped to finish the outline of the Long Range Plan at their next meeting. They have a couple of new board members. Mrs. Bloom mentioned how busy the library is...especially at the computers but that Jan Burroughs always had time to help.

Oconee County: Mr. Wyllie said that Oconee hadn't yet had its quarterly meeting. They are embarking on a search to find a new branch manager. Training sessions for computers are being held in both Bogart and Watkinsville.

Director's Report

Mrs. Ames said most of her report was written and that she had been at meetings since before Christmas. She noted the handouts she had received from the recent Director's meeting about procedures for withholding funds and the proposed DTAE budget which asks for redirection of materials funding (56 cents per capita down to 35 cents). Also, a consultant has been hired to come up with 3 plans for a change in funding for Talking Book Centers which is currently based on circulation. She asked that Board members please talk to their local legislators about the Raise Up Georgia Libraries proposal at Legislative Day or if not going to write them letters.

Enclosed in the packet is information about how much it would cost to upgrade our computer system.

Old Business

1. Julie Philips presented her report on Debt Collect. She indicated they would continue to study to find a way to allocate the cost to counties and will come back to the board with a plan to do this.

2. The Constitutional revision committee hasn't yet met. We will try to find a date.

New Business

Judy Atwood presented some policy changes and recommended approval.

Legislative Day is January 28, 1999

Mr. Berryman will notify those he appoints to the Policy Committee. We will need a contract for TBC services and an investment policy among others.

Mr. Downs wanted it noted in the record that we missed Mr. Ginn. It was decided that Mr. Berryman should write a letter to absent members stressing the importance of attending meetings. The meeting was adjourned at 4:40 p.m.


Kathryn S. Ames, Secretary

**Athens Regional Library
Policy Committee
March 3, 1999**

The Policy Committee of the Athens Regional Library was called to order by Mr. Pollock, Chairman. Present were Mrs. Purvis from Oconee County. Excused was Mrs. Bloom from Oglethorpe County. Staff present were Mrs. Ames, Mrs. Walker, Mrs. Atwood, Ms. Phillips, and Mrs. Blake.

Policies discussed were Computer Use Procedures, Fax Policy, Cash Management Policy, Fines/Fees, Internet, Materials Services, Meeting Rooms, Exhibits and Drug Free Policy.

It was decided to ask Mr. Berryman to review the Meeting Rooms policy in light of recent changes in the Open Meeting law.

Mrs. Blake was asked to distribute corrections to the Committee before the end of the month so that recommended policy changes can be mailed to board members prior to the April 15 board meeting.

The meeting was adjourned at 4:40.

Minutes
Constitution Revision Committee
Athens Regional Library Board
February 24, 1999

The Constitution Revision Committee was called to order at 12:00 by Bill Berryman, Chair. Members present were Wayne Miller, Libby Murray, Wingate Downs and Peter Wyllie. Mrs. Ames and Mrs. Blake represented library staff.

Mr. Berryman asked each member present to identify their concerns and suggestions. Several issues were raised which Mrs. Ames said she would clarify with the Office of Public Library Services. She also indicated she would seek input from other libraries and provide that to the Committee.

Mrs. Blake will send out a draft with the changes suggested today and members were invited to fax or mail back written comments.

The Committee decided to furnish all board members with a draft of changes prior to the April board meeting with a vote to be taken at the July meeting after further input from the entire board. The meeting was adjourned at 1:25.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
April 13, 1999

Mr. Berryman, Chairman, called the meeting to order at 4:03 PM. Present were Mr. Cheatham, Mrs. Davis-Barnett, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mrs. Johnson, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Laurie Twedell was representing Winterville for Mr. Bower who was excused. Mrs. Bowen, Mr. Heyl, and Mrs. McCormack were absent. Staff present were Mrs. Ames, Mrs. Walker, Stacey Overstreet and Susan Colegrove. Mrs. Blake recorded the minutes.

The minutes of the October 13, 1998 and January 12, 1999 board meetings and January 21, 1999 executive committee minutes were approved as mailed upon a motion and second from Mr. Eberhard and Mrs. Davis-Barnett.

Mrs. Davis-Barnett gave the financial report. At the mid-point of the budget year, we appear to be in good financial shape at approximately 75% of both expenditures and revenues collected. The question was raised if a new gas vendor had been selected yet. Mrs. Blake was to make inquiries of other libraries and DTAE.

The agenda was adopted as presented with the addition of a SPLOST discussion under new business upon a motion by Mr. Pollock and a second from Mr. Dendy.

Susan Colegrove gave a brief presentation on a recently completed GHC grant which served over 200 people.

Committee Reports

1. Friends of the Library - Mrs. Stroud reported that the Book Sale made over \$15,000 - the best ever. The storage building which Mr. Kuhlman asked for at the last meeting is in place and a sidewalk poured. The Friends will honor Ron Wetherbee and his wife for their service as book sale chairs for past years. Plans for Family Fun Day and Café au Libris are already underway.

2. Winterville - Laurie Twedell reported for Mr. Bower that Winterville has updated its Bylaws and Constitution and clarified terms of board members. They will be having bi-monthly meetings instead of quarterly. The committee recommendation was that the Athens-Clarke County Board adopt the Winterville changes and Mr. Berryman asked to have them submitted in writing. Winterville will celebrate its 25th anniversary soon and on June 1 is changing its hours to 3-7 Monday through Friday, Wednesday morning 9-12 and Sunday afternoon 2-5. Frances Lester has resigned as Branch Manager.

3. Endowment - Stacey Overstreet gave an update. We are close to the \$140,000 goal for this year. Five new board members have been added. If you are interested in helping, please come to the May 4 training session.

Page Two
Athens-Clarke County Board
April 13, 1999

4. Public Relations - Mr. Eberhard said the new brochure is out and the website looks good. The counter is not counting hits quite yet, but its looking good. The Committee want to meet to develop some long range PR goals next.

Director's Report

Mrs. Ames reported that the Athens-Clarke County Library would have its 8th birthday this month during National Library Week. The Dynix system is close to obsolete and we're hoping to be included in the state's Integrated Library System. At this point we're not Y2K compatible for the branches to be connected to Dynix. The rest of her report is attached.

Unfinished Business

1. E-rate - Julie Walker reported that we had received the first year award - all telephone lines in this building and Winterville will be refunded, although money is not yet in hand. April 9 was the deadline for this year. W asked for new lines and new NT server and the 80% discount will apply for this year.
2. Samson Report - new accounting system was installed two weeks ago. Genesis is non Y2K compliant. This is requiring a lot of time.

New Business

1. Letters from two UGA Professors wishing to conduct studies in the library. The Board was concerned about providing space in the building on a regular basis and placing undue burdens on the staff. Also about setting precedents. It was decided that the library's degree of involvement and level of understanding needs to be in writing. Mr. Pollock moved that the research studies be permitted but that the researchers submit proposed written contracts to Mrs. Ames outlining details. Mr. Ruffin seconded and the motion passed unanimously.
2. SPLOST - Mr. Berryman said we had received a package from the office of the manager and have until the end of the month to submit a proposal. We would need to qualify for materials if we could be included in some way. Mrs. Ames suggested a letter to Peter Hodgson, Chairman of SPLOST and a library supporter, with a copy to Mr. Crace, indicating the Board has a strong interest and willingness to collaborate with some other county project.

It was mentioned that we're looking for a 3% growth in Summer Reading Club participation. The meeting was adjourned at 5:15.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
April 15, 1999

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:05. Attending from Athens-Clarke County were Mrs. Davis-Barnett, Mr. Pollock and Mr. Ruffin; from Franklin County was Mr. Eschedor and Mr. Miller; from Madison County were Mrs. Murray, Mr. Ginn and Mr. Ingram; from Oconee County were Mr. Wyllie and Mr. Billings; and from Oglethorpe County was Mr. Downs. Excused were Mrs. Bloom and Mr. Mathis. Mrs. Purvis was absent. Mrs. Ames and Ms. Philips from the library staff were also present. Mrs. Blake recorded the minutes.

The minutes from October 15, 1998 and January 21, 1999 were approved on a motion and second from Mr. Pollock and Mr. Downs.

No members of the public were present. The agenda was adopted on a motion and second from Mrs. Davis-Barnett and Mrs. Murray.

Mrs. Davis-Barnett gave the financial report. Revenues are very close to where we should be - 68% primarily because of collected fines. Expenditures are in the ballpark with nothing really out of line.

Staff Report

Julie Phillips reported on DebtCollect and passed out a report based on 8 months of figures. Mr. Ginn asked if we could use Equifax and what their rates were. There was some discussion of confidentiality of library records. It was decided we could gather some additional information and report back.

Regional Reports

Oglethorpe County: Mr. Downs reported that their quarterly meeting fell during spring break so they hadn't yet met. They need to get their budget ready to go. There are some personnel changes coming at the library.

Oconee County: Mr. Billings reported that Gail Firestone, interim branch manager had done a commendable job, had required no training and had assumed responsibility well. Debbie Thrasher has been hired and began this week. There is much enthusiasm for the new manager and staff is excited. She seems to be a real people person. An Eagle Scout project landscaped the Watkinsville branch. Mr. Billings mentioned that he wasn't sure where the budget process stood-the Oconee board meets next week.

Franklin County: Mr. Miller said that Mrs. LeCroy had taken over well from Mrs. Coram. Royston is getting good traffic on the Internet. Charles Sides, architect, looked at the Lavonia building and they probably won't replace it immediately although that was his recommendation. The building is landlocked though it is structurally repairable at a fairly reasonable cost - \$50,000 - if grant money is available. Roger McConnell is in a nursing home now so won't be serving on the board any more. Gen. Phillips, former board member, had made a nice donation to the Royston Library.

Page Two
Athens Regional Library Board
April 15, 1999

Athens-Clarke County: Mr. Ruffin said it was a routine short meeting. SPLOST is expiring and the board had received a letter on the 12th of April asking for submission of a new SPLOST project by the end of the month.

Director's Report

Mrs. Ames said most of her report was written but that the Athens-Clarke County Library would celebrate its 8th birthday with a party on Saturday as part of National Library Week. Raise Up Georgia did not pass this year. They are working for \$5-8 million in the supplemental budget and were encouraged to ask for a new courier van. She said it was important to keep regional systems together and to have incentives to do this. At this time we are not included in the statewide circulation system because we're Y2K compliant with a patch. Our communication with the branches is not. The state has pledged to fix everything that's not Y2K. Mrs. Ames will keep the board posted as we have no firm answer as to where we are. Mr. Wyllie questioned whether our budget might have the money to pay for the equipment needed.

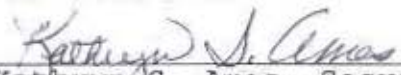
Old Business

1. The Constitution revisions were discussed. The vote will be taken in July. The quorum issue was discussed and there was consensus to make a change to "majority of members in office" rather than a set number. Mr. Berryman proposed that board members make written comments by May 15 and if the Committee needs to meet again they will incorporate those changes and mail out revisions prior to July.
2. Mr. Pollock reported on the Policy Committee's meeting on March 3 and moved to adopt the recommendations of the policy committee as presented to the board. Mr. Downs seconded. After some discussion the motion was unanimously approved.

New Business

1. LSTA - a grant due by the end of the month which is proposing a mobile teaching unit and a person to go out into the region. Mr. Pollock moved to develop both proposals with Mr. Ruffin providing a second and it was unanimously approved.
2. E-rate report - Mrs. Ames noted that this refunds money to systems for direct phone lines. Surplus funds will be refunded into each eligible county's budget.

The final breakdown of the Governor's book award - virtually everything is out of cataloging and distributed. Mr. Wyllie asked how long it takes to get a new book through the system now? The meeting was adjourned at 5:10 p.m.


Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
July 13, 1999

Mr. Berryman, Chairman, called the meeting to order at 4:00 PM. Present were Mr. Bower, Mr. Cheatham, Mrs. Davis-Barnett, Ms. DeJoy, Mr. Dendy, Mr. Eberhard, Mr. Heyl, Mrs. Johnson and Mr. Tritt. Mrs. Bowen, Mrs. McCormack, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, and Mrs. Stroud were excused. Staff present were Mrs. Ames, Mrs. Walker and Cathy Padgett with Mrs. Blake recording the minutes.

The minutes of the April 13, 1999 meeting were approved as mailed upon a motion and second from Mr. Tritt and Mr. Eberhard.

Mrs. Davis-Barnett gave the financial report. The balance for the year is a wash as we were pretty close to projections with both revenue and expenditures. There was a question about the telephone item and why we have so much left. The answer is the e-rate rebate was received.

Mr. Bob Gadd, 1305 Cherokee Road, made a statement when Mr. Berryman called for public comment. Mr. Gadd had previously sent a letter to each board member asking that something be done about smoking under the canopy in front of the library. Mr. Pollock asked the board to discuss this issue.

The agenda was adopted as presented upon a motion by Mr. Dendy and a second from Mr. Tritt.

Cathy Padgett presented the staff report about the Library Store. She reported that total sales were up over \$1500 over last year but total items sold were less. We were up almost \$1000 in used book sales. She also explained how Homework Helpers worked and about the annual Volunteer Appreciation reception to be held July 25.

Committee Reports

1. Friends of the Library - There was no report as Mrs. Stroud was absent.

2. Winterville - Mr. Bower reported that Winterville celebrated their 25th anniversary in June. The Marigold Festival used book sale did well. Frances Lester has stepped down as branch manager and Susie DeGrasse has been upgraded to manager and a new clerk, Donna Sloboda hired in her place.

3. Endowment - Mr. Berryman explained about a draft resolution from Winterville asking to be a sub-category within the Athens-Clarke County Endowment. It is not practical to set up a separate exempt category for Winterville. The resolution will go before the Endowment board on August 3 first and then come to this board for approval in October.

4. Public Relations - Mr. Eberhard said the committee had not met.

5. Building and Grounds. The smoke free issue was discussed Pam Blake presented a report of findings from various government

entities nearby about how this is handled. Mr. Dendy said he agreed with the issues Mr. Gadd raised and would like us to pursue and find a solution. A question was raised about whether the board had the authority to designate part of the property no smoking. Mr. Berryman gave his opinion that the board did have the authority to prohibit. Questions were also raised about enforcement of no smoking in that area, cost of alternatives and what other libraries are doing. It was decided to refer the issue to the Building and Grounds committee, assign a staff member for input, and to come back to the board with a recommendation.

6. Book Challenge - Mrs. Walker reported for Mrs. Middleton who was absent that there had been one complaint about a graphic novel(format of a comic book). There was a concern that small children might see it. It is kept in a separate area in Young Adult away from regular comic books. The Committee decided to keep the graphic novels where they were...that it was the appropriate area of the library for them.

Director's Report

Mrs. Ames' report is attached and she urged members to read it at their convenience. She did report on the maintenance of the building. We put out an RFP for cleaning the floors and have a bid which is half of previous costs. The new accounting system, Samson, is still not on line. It is very frustrating to have to run parallel books. By October we will know the results of the Georgia Tech survey on space standards and the conditions of region buildings. Circulation is down, but computer use is way up. In October the board will also need to spend some time talking about Integrated Library System(to replace Dynix). There were some questions about the SPLOST proposals submitted by the library.

Unfinished Business

1. Amend FY99 Budget. Because the following budget items were over budget by more than 10%(Solinet, Advertising, Supplies and Printing and Publicity)the board unanimously amended the FY99 budget from budget items where all funds were not expended(telephone, electricity, gas heat,and equipment purchase) on a motion and second from Mr. Eberhard and Mr. Dendy.

2. Long Range Planning - Mr. Eberhard would like to have a committee do a year long study on alternative funding for the library(as a taxing agency, a direct department of the county government, etc). He made this a motion which was unanimously approved after a second from Mr. Cheatham. Members volunteering to serve on the committee were Cheatham, DeJoy and Eberhard. Mr. Berryman will appoint a fourth member.

Mr. Eberhard also suggested hiring an outside consultant to give us a view on our long range needs. Mrs. Ames has talked to

3 or 4 and mentioned that we have some expertise on our staff as well. It is time to come up with a new five year plan and we need to find money in our budget for this. The Long Range Planning Committee should come back with what kind of consultant we need.

New Business

1. Salary Issue Proposal. Mrs. Ames proposed the attached salary schedule so permanent raises would be effective in the July paycheck; otherwise only a 2% increase would be available for employees. The proposal was unanimously approved upon a motion by Mr. Dendy and a second from Mrs. Johnson.
2. Adopt 2000 budget. The proposed budget(attached) is basically the same as last year except for the \$21,000 increase from Athens-Clarke County. It may have to be amended at a later date. The budget was unanimously adopted on a motion from Mr. Bower and a second from Mrs. Davis-Barnett.
3. Nominating Committee - A slate of new officers needs to be presented at the October meeting. Please call Pam Blake if you'd like to serve. Mr. Berryman will appoint the committee from those volunteering.
4. Transfer of Store Proceeds. The Endowment has until July 30 to raise \$120,000 to meet the match for the Challenge Grant. We are short \$23,000. The board was asked to authorize transfer of library store proceeds in that amount. Mrs. Johnson moved to make the transfer, Mr. Eberhard seconded and the motion passed unanimously.

The board asked that the results of the library survey taken in June be passed along to the Commissioners. As there was no other business, the meeting was adjourned at 5:50.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
July 15, 1999

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:30. Attending from Athens-Clarke County was Mr. Pollock; from Madison County were Mrs. Murray, Mrs. Harrover and Mr. Ingram; from Oconee County were Mr. Wyllie, Mrs. Purvis and Mr. Billings; and from Oglethorpe County was Mrs. Bloom. Excused were Mr. Ruffin Mr. Eschedor, Mr. Miller, Mr. Mathis, and Mr. Downs. Mrs. Davis-Barnett was absent. Mrs. Ames, Ms. Fike, Kaye Haynes, Dorothy Daniel, Adela Martinez, and Mrs. Blake, who recorded the minutes, were present from the library staff.

New member, Mrs. Harrover, from was introduced to the board. She replaces Mr. Ginn who has resigned to become the city manager of Sugar Hill in Gwinnett County. Mr. Berryman noted that Mr. Ginn will be missed as he kept things lively and interesting.

The minutes from April 15, 1999 meeting were approved on a motion and second from Mr. Pollock and Mrs. Purvis.

No members of the public were present. The agenda was adopted on a motion and second from Mr. Wyllie and Mr. Pollock.

Ms. Fike gave the report on the FY99 budget. There was a question about Debt Collect fees - whether this should be set up as a separate account and it was decided that this would be looked at for next year. We were overbudget regionally in Solinet (primarily due to the Governor's Book Initiative) and Travel. However we do have a surplus. By county, revenues generally exceeded expenditures which is good. Ms. Fike asked for an amendment to the FY99 budget in the areas of Solinet and Travel to be taken out of surplus in computer maintenance as anything with more than a 10% variance needs board approval. Mr. Pollock moved to amend as stated and Mr. Wyllie seconded and the motion was unanimously approved.

Staff Report

Mrs. Ames introduced Extension Department personnel, Kaye and Dorothy who are on the bookmobile, Adela who takes care of the Homebound and is a new employee and Gary Droz (who wasn't present), who is the courier. Kaye and Dorothy explained the bookmobile stops, and talked about some of the patrons served. They travel Monday through Thursday and put about 11,000 miles a year on the bookmobile.

Regional Reports

Athens-Clarke County: Mr. Pollock reported that the smoking problem under the canopy was the most interesting issue raised at the recent board meeting. No other regional library has this problem. The board approved an increased salary schedule taking advantage of budget surplus. The Endowment is coming along and the match of \$120,000 which needs to be made by July 30 is a little short, so some store proceeds were transferred to meet the match.

Oconee County: Mr. Billings reported that the community has received Mrs. Thrasher as the new branch manager very well. Handicap access has been added to the entrance doors. The County Commission helped to replace the loose gravel to make it more ADA compliant. The Summer Reading Club is going well and circulation has doubled from May to June.

Oglethorpe County: Mrs. Bloom reported that the budget was approved by the Board of Commission with a slight increase. There is new library staff except for the branch manager. The Friends of the Library group has been revitalized and wants to buy a microfilm reader-printer.

Madison County: Ginnie Edwards their branch manager has resigned, Frank Ginn has resigned and Margaret Burroughs has completed her term on the Board. There are two new board members and there is a new computer support person. The Friends made \$900 in their May book sale. The Summer Reading Club and Sat. programs for young adults had 380 children sign up

Franklin County: Mrs. Ames reported for Franklin as all of their board members were excused to attend a meeting of the Franklin County Board of Education scheduled to meet at the same time today as this meeting. The BOE is opening sealed bids for the property across from the Lavonia library. The library is hoping to delay a decision from the board so they can get money raised to bid on the property themselves and perhaps solve their parking and building problems all at once.

Director's Report

Mrs. Ames said most of her report was written but called attention to the library survey reports. The hours of service was the only thing people really wanted. Someone mentioned that all the new books stay in Athens too long. Mrs. Ames made a point that all new books go in browsing for 6 months in every branch, not just Athens. Branch Managers will have a meeting in August and this will be discussed. Mr. Wyllie wants donated CD's to start a music collection. In October the board will need to thoroughly discuss the statewide library circulation system.

Mrs. Purvis moved to amend the agenda to vote on the 2000 budgets next with a second from Mrs. Bloom. It was passed unanimously.

New Business

1. Approve Regional 2000 Budgets. M & O budget (increase is added to salaries); the TBC budget is based on circulation which caused this year's amount to decrease; Materials budget has a slight increase so everyone is getting a little more; and Travel is tied to the 8 state-paid librarians at \$750/person. Mr. Pollock moved to adopt the budgets as presented with a second from Mr. Wyllie. They were unanimously approved.

Page Three
Athens Regional Library System
July 15, 1999

Old Business.

1. Amend/Revise Constitution. The Athens Regional Library constitution was unanimously amended as presented upon a motion and second from Mr. Wyllie and Mrs. Bloom.
2. Technology Update. See Julie Walker's written report. The E-rate has resulted in some rebates on phone lines. We received the LSTA grant which will enable us to have a mobile training lab. Y2K computers - Compaq is supposed to install over 200 compatible computers for the region.

Nominating Committee. Terms expire at the end of the year so we need a slate presented at the October meeting. Mr. Berryman appointed Mr. Pollock, Mr. Ruffin, Mrs. Purvis and Mr. Downs. Pam Blake will call and ask those not present to serve.

The meeting was adjourned at 4:50 p.m.


Kathryn S. Ames, Secretary

Building and Grounds Committee
Athens-Clarke County Library Board
August 19, 1999

Mr. Pollock, Chairman, called the meeting to order at 4:30 p.m. Present were Don Bower, Mike Cheatham, Barbara Middleton, and Larry Dendy from the Board; Susan Colegrove, Pam Blake and Kathryn Ames from the library staff; and Bob Gadd, patron.

Mr. Pollock suggested we ask the Friends to buy a gazebo like the structure at the airport. It was noted that we couldn't force people to use it.

It was suggested we be like the schools and have a wholly smoke free zone. Susan Colegrove presented some statistics that we might lose up to 600 smoking patrons if we pursued that policy.

After further discussion, it was decided to ban smoking under the canopy in front of the building and to post signs reading, "No use of tobacco products beyond this point." It will take some enforcement from staff and security personnel, but this way people will have a chance to be courteous to others.

Besides having signs made and posted, it was decided to put the change in policy in the Friends newsletter and to meet back in a few months and report on how well this solution works.

The meeting was adjourned at 5:00.

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
October 12, 1999

Mr. Berryman, Chairman, called the meeting to order at 4:00 PM. Present were Mrs. Bowen, Mr. Bower, Mr. Cheatham, Mrs. Davis-Barnett, Ms. DeJoy, Mr. Dendy, Mr. Heyl, Mrs. Johnson, Mrs. McCormack, Mrs. Middleton, Mr. Pollock and Mr Tritt. Mr Eberhard, and Mrs. Stroud were excused. Mr. Ruffin arrived later. Staff present were Mrs. Ames, Mrs. Walker and Mrs. Blake, who recorded the minutes. Greg Heid, Director of the Newton County Library, was also present.

The minutes of the July 13, 1999 meeting were approved as mailed upon a motion and second from Mr. Tritt and Mr. Pollock.

Mrs. Davis-Barnett gave the financial report. A few items are a little over 25% but telephone expenditures are only at 5% because of the e-rate. Overall expenditures and revenues are in line for the quarter with only advertising over budget. We've had high employee turnover and this expenditure reflects the advertising rates for newspaper ads.

The agenda was adopted as presented upon a motion by Mrs. Davis-Barnett and a second from Mrs. Bowen.

Committee Reports

1. Friends of the Library - Mrs. Stroud was absent so Mrs. Ames directed attention to the attached report and invited board members to Café au Libris.
2. Winterville - Mr. Bower reported the City of Winterville was about to pass its budget. He also reported that Senator Broun had enabled a \$5000 grant through the Governor's Discretionary fund to keep Winterville's new hours.
3. Endowment - Marvin Nunnally has arranged for the library's endowment fund to share proceeds of a Battle of the Bands to raise funds. Board members were encouraged to attend.
4. Public Relations - In Mr. Eberhard's absence, Mrs. Ames reported that Stacey Overstreet, PR Specialist, had asked for a leave of absence for the month of November to prepare for her wedding. She is looking for another job however. Barnes and Noble is asking for space to display here.
5. Building and Grounds. The smoke free policy under the canopy in front of the building seems to be working. It's been in effect about 3 weeks and we haven't had any complaints.
6. Book Reconsideration. Mrs. Middleton reported that this committee had met about two items and a decision was made to keep both in the collection.

Director's Report

Mrs. Ames' report is attached and she urged members to read it at their convenience. She noted that PLA Annual Meetings will be in Charlotte in March with some excellent trustee programs available. There will be some carpooling available so please let her know if anyone would like to attend.

The directive from the Secretary of State's office regarding libraries to pay the postage to send in voter registration packets has been rescinded, at least through the end of FY2000. Mrs. Ames reported that Rep. Louise McBee had been instrumental in stopping this. This is a great help as our region would have had to spend \$3000 to fund this. Bulldog athletes will be coming to read stories at the end of this week - good PR opportunity.

Unfinished Business

Nominating Committee. Mr. Pollock gave the report for himself, Mrs. Middleton and Mr. Tritt. The committee recommended the following slate of officers be accepted as proposed:

Bill Berryman - Chairman
Phil Pollock - Vice Chairman
Marion Davis-Barnett - Treasurer

New Business

The recommended policy change in the Fines and Fees Schedule on the fee for copying and scanning was accepted as proposed upon a motion and second from Mr. Pollock and Mr. Dendy. Mr. Bower raised the issue of returned check charges and if we need to increase that charge. It was agreed the issue would be researched and recommendations would be brought to the board.

Long Range Planning. Greg Heid, consultant, conducted a mini-workshop for the board on future planning, how to get started and some of the questions the board should ask about what the community will want of the library in 2010. What should the library do, what should it no longer do and how should resources be allocated. He then led the board in some exercises geared to find a new mission and vision statement. It needs to be shorter and more memorable. We have a board planning committee and Mr. Heid will meet with them to start the process.

As there was no other business, the meeting was adjourned at 5:40.


Kathryn S. Ames, Secretary

Minutes
Athens Regional Library Board
October 28, 1999

The regular quarterly meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:30. Attending from Athens-Clarke County were Mrs. Davis-Barnett and Mr. Ruffin; from Franklin County were Mr. Eschedor and Mr. Mathis; from Madison County were Mrs. Murray, Mrs. Harrover and Mr. Ingram; from Oconee County were Mr. Wyllie and Mrs. Purvis; and from Oglethorpe County was Mrs. Bloom and Mr. Downs. Excused were Mr. Billings, Mr. Miller, and Mr. Pollock. Mrs. Ames, Judy Atwood, Julie Walker, and Mrs. Blake, who recorded the minutes, were present from the library staff.

The minutes from July 15, 1999 meeting were approved on a motion and second from Mr. Eschedor and Mr. Wyllie.

No members of the public were present. The agenda was adopted on a motion and second from Mr. Ruffin and Mrs. Davis-Barnett.

Mrs. Davis-Barnett gave the financial report. First Quarter revenues are right on target and every funding agency has been billed. Interest is only added in once a year which is why that number is 0. Expenditures are on target; there are no apparent problems.

Regional Reports

Oconee County: Mr. Wyllie reported that their board meeting was Monday last. Because of substantial board turnover they have chosen to delay choosing new officers until their April meeting. This is Mrs. Purvis' last meeting. Mr. Berryman thanks her for her dedicated service to this board and Oconee's.

Oglethorpe County: Mr. Downs reported that their board was having trouble keeping board members. They had no October meeting because there was no quorum. The library's mission statement was posted in the paper and the community was asked to comment.

Madison County: There is a new branch manager, Marsha Carlan. Madison has a full board at this time. They had just fought the BOE to add \$3700 back into the budget. They hope to have agreements in writing from BOE and BOC about funding. A new brochure is being distributed with each new library card (sample handed out). They are getting ready to have landscaping done. The Friends group had a successful year - they raised \$3094.

Franklin County: Mr. Eschedor reported on the Lavonia parking situation. The BOE wanted to sell the lot across the street from the Lavonia library. The board is trying to come up with the \$30,000 the BOE wants to acquire the lot. It was appraised for \$18-22,000 and approximately 20 cars could park if it were paved. They have approached the City of Lavonia for help. A reception has been planned for local and regional politicians to come see the library and to see that it's worth saving.

Athens-Clarke County: Mr. Pollock noted that since smoking under the canopy had been prohibited, we've had no complaints. Mrs. Ames added that we had received \$16,000 in stock from a single donor and \$5500 from another stock transfer to the Endowment.

Director's Report

Mrs. Ames gave reviews of Y2K local status. She added four items to her printed report attached:

1. Most of the system libraries have received computers to replace non-compliant computers. The Samson account system is scheduled to go live in December. DTAE approved reimbursement for changing out multiplexors, switches, cabling for Y2K. Remediation for switches alone is \$16,000. All counties are getting T-1 lines and we have received the E-rate again this year. We should be in good shape in computer land.
2. Mrs. Ames has requested a corporate credit card through our bank, SunTrust. We will put appropriate controls on it.
3. All members should have received a copy of the audit report. Mrs. Ames' response to J. Goodroe was explained. Mrs. Davis-Barnett suggested the next year Mrs. Ames request that her response be appended to the report. It was suggested that perhaps the Financial Committee could oversee or audit the Library Store rather than pay an auditor.
4. Library Legislative Day is January 20, 2000. This is the day of our next scheduled board meeting. Mrs. Davis-Barnett moved to change the meeting date to January 27, with a second from Mrs. Murray. Mr. Wyllie voted no. All other board members voted yes and the motion passed.

Mr. Ruffin presented the slate for the nominating committee and moved that it be accepted. Mr. Eschedor seconded the motion. The floor was opened for additional nominations but there were none. There was no discussion and the slate was unanimously approved.

New Business

1. Holiday Schedule - Mrs. Ames proposed that the board consider closing Monday, December 27, 1999 and Friday, December 31, and give staff one additional floating holiday. We would adequately notify the public of the change. Mr. Ruffin moved to accept the plan, Mrs. Purvis seconded and the motion passed unanimously.
2. Meeting Room Question - The letter asking for reconsideration of the meeting room policy is attached. Mr. Berryman reported that there have been changes in the meeting room law and asked for a committee to look at this issue. Mr. Ruffin, Mr. Downs, and Mr. Eschedor volunteered to serve with Mr. Berryman and ex-officio member. The committee will try to meet via e-mail.
3. Assurances Authorizations - these contractual agreements were unanimously authorized retrospectively upon a motion by Mrs. Davis-Barnett with a second from Mr. Wyllie.
4. Policy Amendment on staff children. This is a rewording of

Page Three
Athens Regional Library System
October 28, 1999

current policy. After a correction of a typographical error in line 2 on a motion from Mr. Eschedor and a second from Mrs. Davis-Barnett, the changes were accepted as mailed.

PINES Panel Discussion

Julie Walker and Judy Atwood led a discussion on the state-wide integrated library system called PINES. It began as a Y2K project to remediate circulation system in 26 systems - 98 libraries. SIRSI was selected as the automation system. The entire system is administered out of OPLS in Atlanta - all holdings are now in one database. December 15 circulation begins. Judy Atwood gave the pros and cons of joining if we're offered the opportunity to participate. Mrs. Ames talked about costs. We can stay with Dynix for about two more years - after that they won't support the platform. Right now we pay approximately \$30,000 a year for maintenance and \$15,000 for OCLC. That money would be freed up. Postage will be the unpredictable part of this plan. They plan to contract out with a service instead of using the U.S. Post Office.

The LSTA Grant has provided the money for WebPac so we are within days of our catalog being on the Web. Branches will be notified soon.

There being no other business, the meeting was adjourned at 5:00 p.m.


Kathryn S. Ames, Secretary